

## Class Title: Bridge Maintenance Supervisor

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Maintains and repairs bridges, underpasses, waterfront structures, jetties, and other structures.  
Supervises a crew of maintenance workers and equipment operators in bridge repair.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	H	Manages bridge maintenance by estimating the amount of equipment and personnel needed to complete a task, ensuring the safety of employees, training employees and inspecting repairs, ordering supplies, and filling out time sheets and reports.
2	M	Assists the Bridge Inspector by helping with inspections, planning traffic control, and taking field notes.
3	M	Assists with safety measures by monitoring safety on job sites, assisting with traffic control classes, and ensuring the safe storage of chemicals and flammable materials.
\$	H	Responds to emergencies by removing snow, ice, and storm damage debris.

CSC Adopted: October 2001, CSC Revised: January 2006**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Four years experience in bridge maintenanc, repair or construction.
Certifications and Other Requirements	Valid CDL Driver's License, FHWA Bridge Maintenance Certification.
Reading	Work requires the ability to read Standard operating procedures, safety manuals and evaluations.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write prêtrip sheets, time sheets, equipment repair work order notices, leave sheets, work order slips, employee evaluations and supply order forms.
Managerial	Managerial responsibilities include planning a bridge maintenance weekly schedule.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: October 2001, CSC Revised: January 2006**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Jobsite supervision, observations, inspections
Sitting	O	Computer, desk work, equipment operation, driving
Walking	F	Inter-office, within job site, supervision of personnel or job site work
Lifting	O	Tools, equipment and materials
Carrying	O	Tools, equipment and materials
Pushing/Pulling	F	Tools, equipment and materials
Reaching	O	Tools, equipment and materials
Handling	F	Tools, equipment and materials
Fine Dexterity	O	Computer keyboard, calculator
Kneeling	F	Concrete and asphalt inspections
Crouching	O	Concrete and asphalt inspections and repair
Crawling	O	Box beams and bridges
Bending	F	Tools, equipment and materials pick up, sand blasting, painting, cement work, resurfacing, repairing of pilings.
Twisting	F	Tools, equipment and materials pick up, sand blasting, painting, cement work, resurfacing, repairing of pilings.
Climbing	F	Ladder, on equipment.
Balancing	O	During snow and ice removal, on ladder, on equipment.
Vision	C	Jobsite supervision, inspections, examinations of repairs, computer, desk work, reading
Hearing	C	Telephone, co-workers, staff, meetings
Talking	C	Telephone, co-workers, staff, meetings
Foot Controls	C	Driving, operation of trucks and other equipment
Other (specify)	N	

CSC Adopted: October 2001, CSC Revised: January 2006**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, trucks, backhoe, various hand tools, compressors, jackhammer

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	S
Electrical Hazards	S	Noise and Vibration	D
Fire Hazards	D	Fumes and Odors	D
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	D		
Other (see 1 below)	S		

(1) Snakes, spiders

(2)

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

**PROTECTIVE EQUIPMENT REQUIRED:**

Steel toe boots or shoes, safety glasses or eye wear, safety vest, hard hat, seatbelt

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)